

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT <b>RELIGIOUS BELIEFS AND PRACTICES OF PRISONERS</b>	EFFECTIVE DATE 05/24/2004	NUMBER 05.03.150
	SUPERSEDES 05.03.150 (05/01/01)	
	AUTHORITY MCL 551.7; 791.203; 791.204; 791.262; 800.282	
	ACA STANDARDS 3-4454 through 3-4462; 1-ABC-5F-05 through 1-ABC-5F-07; 3-ACRS-4C-04	
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**POLICY STATEMENT:**

Prisoners shall be permitted to exercise their religious beliefs within the constraints necessary for the order and security of the facility.

**RELATED POLICIES:**

03.02.105 Volunteer Services and Programs  
04.05.120 Segregation Standards  
05.03.140 Prisoner Visiting

**POLICY:**

GENERAL INFORMATION

- A. For purposes of this policy, "Warden" includes the Special Alternative Incarceration Program facility (SAI) Administrator.
- B. For purposes of this policy, "prisoner" includes parolees in corrections centers and Technical Rule Violation Centers (TRVs) and probationers in SAI.
- C. This policy applies to prisoners in Correctional Facilities Administration (CFA) institutions and in Field Operations Administration (FOA) corrections centers, TRVs and SAI.
- D. Religious freedom is a constitutionally guaranteed right. All recognized religions shall enjoy equal status and protection, subject to those limitations necessary to maintain the order and security of the facility, including the health and safety of prisoners and staff.
- E. No employee, agent of the Department or other prisoner shall proselytize, nor permit others to proselytize, any prisoner without his/her consent. No prisoner shall be discriminated against, or given preferential treatment, because of his/her religious beliefs or practices.
- F. Except in SAI, prisoners may maintain head and facial hair in accordance with their religious beliefs provided that reasonable hygiene is maintained and prisoner identification cards are kept current. Prisoners in SAI are required to maintain head and facial hair as set forth in PD 06.04.105 "Special Alternative Incarceration Program".
- G. Chaplains shall not be assigned duties that are primarily the responsibility of custodial staff. Religious volunteers also shall not be used to perform custodial or any other duties or duties that are the responsibility of staff.
- H. A prisoner may contribute funds to external religious organizations in accordance with PD 04.02.105 "Prisoner Funds".

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### CHAPLAINCY ADVISORY COUNCIL

- I. A Chaplaincy Advisory Council (CAC), comprised of representatives of various faiths and denominations, shall serve in an advisory capacity to the Department regarding religious policy and programming. The CFA Special Activities Coordinator shall be a member of the CAC and ensure that all major religions are represented. Organization and membership of the CAC is governed by its constitution and bylaws. The CAC constitution and bylaws shall not conflict with any Department policy or procedure, and are subject to the approval of the CFA Deputy Director.
- J. Upon request of the CFA Deputy Director or designee, the CAC or its individual members may assist in evaluating religious programming and the screening and selection of institutional chaplains.

### DEPARTMENT RECOGNIZED RELIGIOUS GROUPS

- K. The Department recognizes religious groups for the purpose of identifying those groups authorized to conduct group religious services and activities and/or identifying authorized personal religious property prisoners belonging to the religious group may possess, subject to PD 04.07.112 "Prisoner Personal Property" and PD 06.04.105 "Special Alternative Incarceration Program". Attachment A identifies those religious groups recognized by the Department that are authorized to conduct group religious services and all authorized personal religious property members of that religious group may possess. Attachment B identifies those religious groups recognized by the Department that are not authorized to conduct group religious services but whose members are authorized to possess personal religious property. Prisoners are allowed to possess personal religious reading material of any religion as set forth in Paragraph II.
- L. The CFA Special Activities Coordinator shall maintain a manual setting forth general information on the beliefs, practices and customs of each recognized religious group. The CFA Special Activities Coordinator shall ensure that the manual is distributed to SAI and all TRVs and CFA institutions.
- M. A prisoner or group of prisoners belonging to a religious group not recognized by the Department may request Department recognition of that group by submitting a written request to the Warden, FOA Regional Administrator, or designee, as appropriate. The request shall include information regarding the group's religious beliefs and practices. The Warden or FOA Regional Administrator shall ensure the all requests and supporting documents are referred to the CFA Special Activities Coordinator for review through the appropriate chain of command. The CFA Special Activities Coordinator shall present the material to the CAC for additional review, if needed. The CFA Special Activities Coordinator shall forward his/her recommendation, and that of the CAC if applicable, to the CFA Deputy Director for a final determination.
- N. The CFA Deputy Director shall make the final decision as to whether a religious group will be granted Department recognition and, if so, whether group religious services and activities and personal religious property will be allowed. The group shall be granted recognition if it is determined to be a bona fide religious group with beliefs and practices not adequately represented by an existing recognized religious group, based on any recommendation received from the CAC. The decision whether to allow the group to conduct group religious services and activities, and whether to allow personal religious property, shall be based on whether the practice of the religion or possession of the property item would pose a custody and security threat; the decision whether to allow the group to conduct group religious services and activities also shall be based on the number of prisoners identified as belonging to the religious group. All RPAs, Wardens and FOA Regional Administrators shall be advised of the final decision.

### SOLICITATION/RECEIPT OF FUNDS

- O. Recognized religious groups, and prisoners acting on behalf of the group, may solicit and collect funds only as specifically authorized by this policy. Religious groups that are not recognized by the Department cannot solicit or collect funds from any source.

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- P. Recognized religious groups and their members are prohibited from charging or receiving donations or anything else of value from any prisoner, including prisoners who are members of the group or who wish to attend group services or activities. Recognized religious groups are permitted to receive funds from the Prisoner Benefit Fund (PBF), in accordance with PD 04.02.110 "Prisoner Benefit Fund". Funds received from the PBF may be spent only as follows, subject to the Warden's approval:
1. For special entertainment available to all general population prisoners in the facility (e.g., guest speaker, musical group).
  2. To sponsor competitive events available to all general population prisoners in the facility.
  3. To contribute to a charitable organization.
  4. To purchase items benefiting the religious group.
  5. Other expenditures as approved by the Warden; however, under no circumstances shall funds be used to purchase personal property for prisoners or any computer equipment. Funds received by the religious group also shall not be used for banquets or similar special meals.
- Q. All funds collected by a recognized religious group shall be deposited directly into an institutional account created for the group. The account shall be created and maintained as a sub-account of the PBF. The institution's Administrative Officer shall ensure the proper handling of cash, sales records and receipts, and the reconciling and depositing of all funds. Funds remaining in the account of a religious group which has not had a member for at least one year shall be placed in the PBF and the account closed. The Department and its employees are not responsible for the unpaid bills of a recognized religious group.

#### RELIGIOUS SERVICES AND ACTIVITIES

- R. A prisoner shall not be restricted from joining and attending the services of a religious group on the basis of race, color or nationality.
- S. Information on group religious services and activities available within a CFA facility or in SAI, as appropriate, shall be made available to prisoners during orientation. CFA prisoners also shall be kept informed about opportunities to participate in offered religious services and activities on a continuing basis. This shall include posting a schedule of all offered religious services and activities in a location where it can be seen by prisoners. Prisoner attendance at CFA and SAI group religious services and activities shall be scheduled by the chaplain in conjunction with the appropriate Assistant Deputy Warden or SAI Administrator and, for CFA, in accordance with PD 04.04.130 "Movement by Prisoners Within an Institution". Prisoner attendance at religious services and activities in a TRV shall be scheduled by the TRV Manager or designee.
- T. Each prisoner shall be allowed to identify his/her religious affiliation, but will not be recognized as belonging to, or allowed to participate in the services or activities of, more than one religious group at any given time. CFA prisoners may change their religious affiliation no more often than twice a year and must provide written notice of the change to the institutional chaplain. The Declaration of Religious Preference form (CSJ-177) shall be used to identify and change religious affiliation. The form shall not be retained in the prisoner's Central Office, Record Office or Counselor file, unless requested in writing by the prisoner. In CFA, the Warden shall ensure that the prisoner's religious affiliation as identified on the Declaration of Religious Preference form is entered on the Department's computerized database (e.g., CMIS; OMNI) within five business days after receipt of the form by the chaplain.
- U. A Warden or FOA Regional Administrator may prohibit a religious practice only if it is a threat to custody and security. If a religious practice is prohibited, the Warden or FOA Regional Administrator shall report it to the CFA Special Activities Coordinator within one business day.

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- V. Prisoners shall not serve as clergy or leaders of religious groups even if qualified to do so, except as set forth in Paragraph GG. Prisoners who hold ecclesiastical credentials shall not have those credentials recognized within a Department facility.
- W. Staff shall not make special provisions for the observance of religious holidays except as authorized and specifically provided for by Department policy.

#### GROUP SERVICES/ACTIVITIES

- X. Group religious services may be offered in a corrections center, subject to the approval of the FOA Regional Administrator. Group services offered at a corrections center must comply with all requirements set forth in this section for TRVs. Prisoners in a corrections center shall be permitted to attend legitimate religious services offered in the community even if services are offered in the center, consistent with PD 06.03.103 "Residential and Electronic Programs: Authorized Absences", unless the prisoner is temporarily restricted to the center in accordance with procedures issued by the FOA Deputy Director. Any questions regarding the legitimacy of community religious services shall be directed to the CFA Special Activities Coordinator.
- Y. Group religious services shall be offered at all CFA facilities, TRVs and SAI for prisoners belonging to a recognized religious group, except that group religious services in Level VI shall be subject to the approval of the Warden. Each group shall be allowed a weekly religious service if resources permit; however, a service is not required to be conducted at a CFA institution if there are less than five prisoners within the same security level of that institution who actively participate in the religious activities of a group. If resources such as time or space are limited, the following shall be followed in allotting available resources:
  - 1. Each major faith group within the same custody level of a facility may be required to hold joint services; e.g., there may be one non-sectarian service for Christian prisoners, one for Islamic prisoners, one for Jewish prisoners and one for Native American prisoners.
  - 2. The Warden, TRV Manager or designee may establish a maximum number of hours which will be available per week or month for group religious services and activities and divide those hours among recognized religious groups at his/her facility. While preference may be given to those recognized religious groups with the larger numbers, all recognized religious groups shall be allowed at least some opportunity for group services.
- Z. There shall be at least one suitable area designated for conducting group religious services and activities within each CFA institution, TRV and SAI. Staff shall have access to any area where group religious services or activities are being conducted; however, staff shall be as respectful of religious practices as possible, consistent with necessary custody and security controls. These areas shall be subject to search, which shall be conducted in the presence of the chaplain, if possible; however, searches shall not be delayed if a chaplain is not readily available. Care should be taken so that items which have been consecrated or are considered sacred are treated with respect and appropriate care.
- AA. In Level IV, V and VI, group religious services and activities shall have in-room staff supervision at all times. In Level II and III, every effort shall be made to have in-room staff supervision when a religious service is being led by a prisoner assistant pursuant to Paragraph GG. In all other cases, the Warden or TRV Manager, as appropriate, shall determine the need for in-room staff supervision for group services and activities. However, staff must be readily available in the area when in-room staff supervision is not required. Staff providing in-room supervision shall remain in the room where the service or activity is being conducted during the entire service or activity. To ensure that prisoners are engaging only in conduct appropriate to the practice of the religion, staff providing in-room supervision shall listen to and watch those attending the service or activity. This supervision shall be as unobtrusive as possible, consistent with custody and security controls.

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- BB. When attending group religious services or activities, prisoners shall engage only in conduct appropriate to the practice of the religion. Prisoners shall not guard or control, or position themselves so as to appear to be guarding or controlling, the entrance to or exit from the religious service or activity. Militaristic type behavior (e.g., saluting each other; marching) shall not be permitted. Failure to comply with these requirements may result in the prisoner being required to leave the area or result in termination of the service or activity.
- CC. Prisoners shall not be released from work or school assignments to attend group religious services or activities, consistent with restrictions on attending other personal interest activities. Religious services and activities should be scheduled when the majority of prisoners have leisure time (e.g., evening and weekend hours). If resources permit, additional services and activities may be scheduled to accommodate those prisoners who are normally on a work or school assignment when other prisoners have leisure time. Chaplains shall be available at the facility when the majority of services and activities are scheduled.
- DD. The Warden, FOA Regional Administrator or designee may reschedule any group religious service or activity at his/her facility, or restrict the size of the group attending religious services or activities, for custody and security reasons.

#### Additional CFA Requirements

- EE. Group religious services and activities shall be offered only for religious groups recognized by the Department. Prisoners shall be permitted to attend only the group religious services and activities offered for the religion s/he has designated in writing as his/her religious affiliation, except that attendance at such activities by a prisoner in Level VI shall be subject to the approval of the Warden. Group religious services and activities for prisoners in segregation shall be offered only as set forth in PD 04.05.120 "Segregation Standards".
- FF. The Warden may suspend religious group services and activities if holding the service or activity would constitute a threat to the order and security of the institution. If a Warden suspends group religious services or activities, it shall be reported through the appropriate chain of command to the CFA Special Activities Coordinator. Group religious services and activities may not be suspended for more than one week without authorization from the appropriate RPA and notification to the CFA Special Activities Coordinator.
- GG. The institutional chaplain may approve a prisoner to temporarily assist in leading a group religious service only if the chaplain is not theologically qualified or ecclesiastically permitted to lead the service and there are no qualified outside volunteers nearby who are available to lead the service. In such cases, in-room staff supervision shall be provided as set forth in Paragraph AA. Prisoners acting as temporary assistants to the chaplain shall not be recognized by courtesy titles (e.g., Minister, Priest, Reverend, Imam, Padre, Father, Sister, Brother, Grand Sheik) in the institution; they also shall not represent themselves to members of the public, staff or other prisoners with such titles.
- HH. Institutional chaplains shall maintain records of attendance at group religious services but shall not include those records in a prisoner's Central Office, Record Office or Counselor file.

#### RELIGIOUS MATERIALS

- II. Prisoners are allowed to receive religious reading material through the mail and, in CFA, from the institutional chaplain, subject to PD 04.07.112 "Prisoner Personal Property", PD 05.03.118 "Prisoner Mail" and PD 06.04.105 "Special Alternative Incarceration Program". This includes reading materials about a religious group not granted recognition by the Department. Institutional chaplains shall ensure that religious reading material from a variety of religious groups is available for prisoner use.
- JJ. In addition to religious reading material, prisoners are allowed to possess personal religious property which are necessary to the practice of the prisoner's religion unless the item presents a threat to the

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custody and security of the facility, as determined by the CFA Deputy Director and subject to PD 04.07.112 "Prisoner Personal Property" and PD 06.04.105 "Special Alternative Incarceration Program". Attachment A and B identifies personal religious property authorized by the CFA Deputy Director for prisoners who are members of a religious group recognized by the Department. Only religious property identified on the attachments shall be permitted. The attachments also identify restrictions on the possession and use of such property.

- KK. Prisoners in a CFA institution or a TRV may possess personal religious property that has not already been authorized by the CFA Deputy Director only with approval of the CFA Deputy Director. Such requests from prisoners must be submitted a request in writing to the Warden, TRV Manager or designee, as appropriate, and include a description of the religious item along with an explanation of its significance to the prisoner's designated religion. The Warden, TRV Manager or designee shall forward the request and any supporting documents to the CFA Special Activities Coordinator through the appropriate chain of command. The CFA Special Activities Coordinator shall present the material to the CAC for review as needed prior to submission to the CFA Deputy Director.
- LL. The CFA Deputy Director shall make the final decision as to whether the religious item will be approved based on whether it is necessary to the practice of the prisoner's religion and whether possession of the item would pose a threat to the custody and security of the facility. The decision whether the item is necessary to the practice of the prisoner's designated religion shall be based on any recommendation received from the CAC. The Warden, TRV Manager or designee, as appropriate, shall be advised of the final decision; The Warden, TRV Manager or designee shall notify the prisoner.
- MM. If a prisoner in a CFA institution or a TRV changes his/her designated religion, any religious items, other than reading material in his/her possession, that are not necessary to the practice of the prisoner's newly designated religion shall be considered contraband. Contraband in a CFA institution shall be disposed of as set forth in PD 04.07.112 "Prisoner Personal Property".
- NN. Wardens shall authorize vendors from which prisoners may purchase religious reading material and other approved religious materials for each religious group recognized by the Department. Wardens of institutions housing prisoners who are not members of a recognized religious group but who are approved to possess personal religious property, in addition to reading material, by the CFA Deputy Director also shall authorize vendors for those property items. In CFA, prisoners may purchase approved personal religious property other than reading material only through the institution from authorized vendors in accordance with PD 04.07.112 "Prisoner Personal Property"; religious reading material may be purchased as set forth in PD 05.03.118 "Prisoner Mail". Religious property, including reading material, in a CFA institution is subject to the retail value limit set forth in PD 04.07.112 "Prisoner Personal Property".
- OO. Prisoners in a corrections center may possess additional materials of religious significance that do not pose a custody and security concern within the facility, as approved by the appropriate Manager. Questions regarding the religious significance of an item shall be referred to the CFA Special Activities Coordinator.

#### RELIGIOUS MENUS/MEALS

- PP. The regular diet menu shall be posted a minimum of one week in advance in all facilities at which meals are provided to prisoners to permit observance of any religious dietary restrictions. Prisoners shall be permitted to abstain from any foods that violate their religious tenets. Non-meat entrees shall be available as set forth in PD 04.07.100 "Offender Meals".
- QQ. Adequate menu substitutions shall be available to prisoners in all facilities at which meals are provided to meet necessary religious dietary restrictions. Any questions as to whether a menu substitution is required shall be referred to the CFA Special Activities Coordinator for resolution.

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- RR. The CFA or FOA Deputy Director or designee may authorize the development of a separate menu to meet the necessary religious dietary restrictions of a prisoner. Such menus shall meet the minimum nutritional standards set forth in PD 04.07.100 "Offender Meals". The appropriate Deputy Director or designee shall have final approval of such menus and shall determine at which facilities the meals will be offered. Kosher meals shall be provided in CFA institutions as set forth in OP 05.03.150-A "Kosher Meal Program".
- SS. The Manager of the Food Service Section, CFA, shall maintain a list of approved religious menus and the facilities at which the meals are offered. The list shall be distributed to all RPAs and Wardens and to the CFA Special Activities Coordinator; for FOA menus and facilities, the list shall be distributed to the FOA Deputy Director or designee.
- TT. A prisoner may eat from a religious menu only with approval of the CFA Special Activities Coordinator. Approval shall be granted only if it is necessary to the practice of the prisoner's designated religion. To request approval, the prisoner must submit a written request to the Warden, TRV Manager, or designee, as appropriate, who shall obtain information regarding the prisoner's request and religious beliefs prior to referring the request to the CFA Special Activities Coordinator. The CFA Special Activities Coordinator shall notify the Warden, TRV Manager or designee, as appropriate, of the decision; the Warden or TRV Manager shall ensure that the prisoner is notified. A prisoner whose request is denied shall not be allowed to submit another request to eat from that religious menu for at least one year.
- UU. A prisoner approved to eat from a religious menu shall be provided appropriate meals within a reasonable time after the approval. In CFA, the prisoner shall be transferred to an institution offering the meals, if necessary. Once the meals are provided, the prisoner shall not be allowed to eat from the regular menu. The prisoner shall continue to be provided meals from the religious menu except as set forth in Paragraphs VV and WW.
- VV. A prisoner approved to eat from a religious menu must notify the Warden in writing if s/he no longer wants to eat from that menu. The approval shall be rescinded upon receipt of the request.
- WW. A prisoner approved to eat from a religious menu shall have that approval rescinded if s/he eats, or has in his/her possession, any food item that violates a tenet of his/her designated religion. The approval shall be rescinded only after a hearing is conducted pursuant to Administrative Rule 791.3310 to establish the basis for that removal. A prisoner may reapply to eat from a religious menu no sooner than 60 calendar days after approval is rescinded the first time and no sooner than one year after approval is rescinded a second time. A prisoner may reapply to eat from a religious menu only with approval of the CFA Deputy Director if approval has been rescinded more than twice.
- XX. Pursuant to court order, an annual Passover Seder shall be conducted at the Southern Michigan Correctional Facility (JMF) and/or the Parnall Correctional Facility (SMT) under the direction of the CFA Special Activities Coordinator. The Seder shall be conducted in accordance with the court order and this policy. Only prisoners who designated Judaism as their religious affiliation shall be permitted to attend the Seder. The Warden shall determine necessary custody supervision, consistent with requirements set forth in this policy.
- YY. Prisoners shall be permitted to observe religious fasts that are necessary to the practice of their religion, as approved by the CFA Special Activities Coordinator. A prisoner or group of prisoners who wants to observe a religious fast that has not already been approved by the CFA Special Activities Coordinator must submit a written request to do so to the Warden, FOA Regional Administrator or designee, as appropriate, which shall include information regarding the religion's beliefs and practices. The Warden, FOA Regional Administrator or designee shall refer the request and supporting documents to the CFA Special Activities Coordinator through the appropriate chain of command for approval. The CFA Special Activities Coordinator shall present the material to the CAC for additional review, if needed. Approval shall be granted only if the fast is necessary to the practice of a bona fide religion and observance of the fast would not pose a threat to the order and security of the facility. The

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CFA Special Activities Coordinator shall ensure RPAs, Wardens and TRV Managers are notified of approved religious fasts, as necessary.

- ZZ. Special religious meals and food items shall be provided to prisoners only as set forth in this section. This does not apply to food items that may be sold in the prisoner store pursuant to PD 04.02.130 "Prisoner Store" or provided to prisoners as religious sacraments.

#### CLERGY AND RELIGIOUS VOLUNTEERS

- AAA. All prisoners shall have access to members of the clergy as set forth in this policy, including clergy for a religious group which has not been granted recognition by the Department. For purposes of this policy, "clergy" is defined as a leader of a religious organization or entity such as a church, mosque or synagogue, or a person who has been granted clergy status by a recognized religion. It does not include anyone who is self-ordained or designated as clergy by a prisoner.
- BBB. Clergy shall be permitted to respond to the religious and spiritual needs of a prisoner who requests assistance, consistent with Department policies and procedures. Clergy may keep pastoral confidences intact except when withheld information would endanger the custody and security of the facility or the community, including the health and safety of members of the public, staff or prisoners.
- CCC. CFA prisoners shall be allowed visits from clergy and outreach volunteers as set forth in PD 05.03.140 "Prisoner Visiting". SAI prisoners shall be allowed clergy visits pursuant to PD 06.04.105 "Special Alternative Incarceration Program". TRV prisoners shall be allowed clergy visits as scheduled by the TRV Manager. Clergy may bring into the visiting room or area a copy of their religious writings (e.g, Bible, Quran, Koran, Rabbi's Manual, Prayer Book, Service Book) for their use during the visit. The religious writings shall be subject to search.
- DDD. The Warden or TRV Manager, as appropriate, may permit a qualified religious volunteer to conduct group religious services and activities for religious groups recognized by the Department. Religious volunteers are required to have ecclesiastical endorsement from their religious authority and be approved to provide volunteer services pursuant to PD 03.02.105 "Volunteer Services and Programs". Religious volunteers are subject to the same restrictions on contact with individual prisoners as other volunteers, except that religious volunteers who are members of the clergy may visit, correspond or otherwise communicate with individual prisoners for religious counseling if approved by the Warden or TRV Manager.
- EEE. Clergy may bring up to two ounces of wine into a facility for their liturgical use. Prisoners are not allowed to consume this wine.
- FFF. Liturgical apparel may be worn by clergy during religious services and activities and stored at the facility in conformance with procedures for maintaining order, security and safety as directed by the Warden or TRV Manager.

#### Additional CFA Requirements

- GGG. Prisoners shall have access to an institutional chaplain. Institutional chaplains shall be duly credentialed or ordained by a recognized religious group. The chaplain shall have access to all areas of the institution necessary to perform his/her pastoral responsibilities. The chaplain shall function as coordinator of the institution's religious program and be available to respond to the religious and spiritual needs of any prisoner who requests assistance, regardless of their religious affiliation. Chaplains shall visit segregation units at least weekly to be available to prisoners in those units who want to meet with them. Chaplains also shall be available to meet with segregation prisoners upon request of segregation unit staff.
- HHH. Institutional chaplains shall develop and maintain relationships with religious resources in the community. They shall participate in the institution's orientation program for new prisoners. With the

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approval of the Warden, they also may minister to employees during times of personal crises.

- III. In larger institutions and in areas where several institutions are located in close proximity to each other, the Department shall attempt to fill chaplaincy vacancies so that as many faiths as possible are represented on the chaplaincy staff. The CFA Special Activities Coordinator or designee shall serve on interview panels to fill such vacancies.

#### PRISONER MARRIAGES

- JJJ. Prisoners have the right to marry in accordance with State law. No expenses shall accrue to the State for any prisoner marriage beyond that which is necessary to comply with this policy.
- KKK. Prisoners in corrections centers, TRVs and SAI shall be permitted to make their own marriage arrangements at their own expense, subject to the approval of the SAI Administrator or appropriate Regional Administrator.
- LLL. CFA prisoners also may make their own arrangements with clergy or an outside person authorized to perform marriages pursuant to State law. Institutional chaplains shall be available to either perform prisoner marriages or assist the prisoner in making his/her own arrangements.
- MMM. Marriage ceremonies are subject to reasonable time and place limitations as determined by the Warden or appropriate FOA Manager. Ceremonies for prisoners in Level V or VI or in any form of segregation other than protective segregation shall not exceed ten minutes in length. The ceremony also shall be limited to ten minutes in length if either the bride or groom is subject to any form of visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting".
- NNN. The Warden or appropriate FOA Manager may limit attendance at a marriage ceremony conducted within a correctional facility for legitimate custody and security reasons, including limited resources. Except for the bride and groom, no one may attend the ceremony who is the subject of a visitor restriction pursuant to PD 05.03.140 "Prisoner Visiting". The spouse, approved witnesses, and approved wedding party members shall be permitted to have appropriate physical contact during the ceremony with the prisoner being married, even if the prisoner is subject to a visitor restriction or is housed in a security level where only non-contact visits are permitted. No special visiting privileges shall be granted before or after the ceremony.

#### OPERATING PROCEDURES

- OOO. The CFA and FOA Deputy Directors and Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

#### AUDIT ELEMENTS

- PPP. A Primary Audit Elements List has been developed and will be provided to the CFA Deputy Director, Wardens, FOA Regional Administrators and the SAI Administrator to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

#### ATTACHMENTS

- QQQ. This policy includes the following attachments:
1. Attachment A - Department recognized religious groups authorized to conduct group services/activities and approved religious property for prisoners belonging to those groups

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(does not include reading material).

2. Attachment B – Department recognized religious groups not authorized to conduct group services/activities but whose members are allowed to possess religious property as identified in the attachment (does not include reading material).

PLC:OPH:04/28/04

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### ATTACHMENT A

The Department recognized religious groups identified on this attachment are authorized to conduct group religious services and activities; in addition, prisoners belonging to these groups are allowed to possess religious personal property as indicated below in addition to religious reading material.

NOTE: Prisoners in Level I through V may wear an approved item which is identified by one or two asterisks only while attending group religious services or activities, while going directly to and from group religious services or activities, and while in their cell.

Prisoners in Level VI are permitted to possess and wear an item identified by two asterisks only if they are permitted to attend group religious services, since those items are only necessary to the practice of the religion at that time. Prisoners may wear these items only while attending group religious services or activities, while going to and from group religious services or activities, and while in their cell.

Prisoners in Level I through VI may wear an approved item not identified with an asterisk at any time, subject to the restrictions of this or any other policy.

Prisoners in segregation may possess and wear approved items only as set forth in PD 04.05.120 "Segregation Standards".

All religious symbols and emblems shall be worn only under clothing.

<u>RELIGIOUS GROUP</u>	<u>ITEM</u>
AL-ISLAM (MUSLIM)	One prayer rug (no larger than 30"x48") One strand of dikr beads * One kuffi cap or tarboosh for men One hijab for women (no longer than 36" at longest point) One star and crescent pendant no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck; chain and string not authorized in Level VI)
BAHA'I	None
BUDDHISM	One strand of meditation beads One picture of The Buddha not to exceed 9"x12" (no frame)
THE CHURCH OF CHRIST, SCIENTIST	One cross no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck; chain and string not authorized in Level VI)
CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS (MORMONS)	None
CHURCH OF SCIENTOLOGY	None
HARE KRISHNA	One picture of Lord Krishna, not to exceed 9"x12" (no frame) One strand of japa beads One bead bag
INSTITUTE OF DIVINE METAPHYSICAL RESEARCH	None

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### ATTACHMENT A (Continued)

<u>RELIGIOUS GROUP</u>	<u>ITEM</u>
JEHOVAH'S WITNESSES	None
JUDAISM	<p>One yarmulke for men</p> <p>* One tallit (prayer shawl) for men</p> <p>One tefillin for men</p> <p>One Star of David no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around neck; chain and string not authorized in Level VI)</p> <p>One tallit katan for men, which shall be worn only <u>under</u> clothing (i.e., it shall not be visible)</p>
MOORISH SCIENCE TEMPLE OF AMERICA	<p>** One fez for men (red only; no added or identifying insignia)</p> <p>One fez bag for men</p> <p>* One turban for women (no larger than 9"x10")</p> <p>One blue 1" lapel pin (without title or rank; not authorized in Level VI)</p> <p>One red 3" badge (without title or rank; not authorized in Level VI)</p> <p>One nationality card</p>
NATION OF ISLAM	<p>** One fez for men (black only; no added or identifying insignia)</p> <p>One hijab for women (no longer than 36" at longest point)</p> <p>** One red or black clip-on bow-tie for men</p> <p>One prayer rug (no larger than 30"x48")</p> <p>One star and crescent pendant no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck; chain and string not authorized in Level VI)</p>
NATIVE AMERICAN	<p>One medicine bag, no larger than 3"x5" when laid flat, with contents restricted to sage, sweet grass, tobacco, cedar, and protection medicine such as a small pebble or piece of legal vegetation, that is considered by the prisoner to have special significance but does not pose a threat to the custody and security of the facility (when the medicine bag is worn, must be worn around neck on strip of leather or string no longer than 24"; leather/string not authorized in Level VI)</p> <p>Two braids of sweet grass for personal smudging only unless part of contents of medicine bag, only one braid per order</p>
PROTESTANT CHRISTIANITY	<p>One cross or crucifix no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around neck; chain and string not authorized in Level VI)</p>
ROMAN CATHOLIC	<p>One crucifix or cross no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around neck; chain and string not authorized in Level VI)</p> <p>One rosary</p>
SEVENTH DAY ADVENTIST	<p>One cross no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around neck; chain and string not authorized in Level VI)</p>

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## ATTACHMENT B

The Department recognized religious groups identified on this attachment are not authorized to conduct group religious services or activities; however, prisoners belonging to these groups are allowed to possess religious personal property as indicated below in addition to religious reading material.

NOTE: Prisoners in Level I through V may wear an approved item at any time, subject to the restrictions of this or any other policy.

Prisoners in segregation may possess and wear an approved item only as set forth in PD 04.05.120 "Segregation Standards".

All religious symbols and emblems shall be worn only under clothing.

<u>RELIGION</u>	<u>ITEM</u>
ASATRU/ODINISM	One set of Rune Cards, made from card stock, no larger than 3"x5" One Thor's Hammer, no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck)
HINDUISM	One Om, no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck)
THELEMA	One deck of Tarot Cards, made from card stock, no larger than 3 ½"x4 ¼"
WICCA	One deck of Tarot Cards, made from card stock, no larger than 3 ½"x4 ¼" One Celtic Cross <u>or</u> Pentagram, no larger than 1½"x2", with a chain or string no longer than 24" (when worn, must be worn around the neck)
YORUBA	One set of 16 cowry shells One strand of white consecrated beads One picture of The Orisha not to exceed 9"x12" (no frame)